

**CITY OF SEATTLE
OFFICE OF HEARING EXAMINER
Seattle Municipal Tower, Suite 4000
Phone: (206) 684-0521 FAX: (206) 684-0536**

TRANSCRIPT PREPARATION INSTRUCTIONS

To get a certified transcript of a hearing, complete the following steps.

1. GET TAPES

Obtain a copy of the tape(s) of the hearing from the Office of Hearing Examiner. Call ahead to arrange for the duplicate tapes to be prepared. You will receive a packet of materials to assist you in preparing the transcript for certification. [There is a charge for making the duplicate tapes.]

2. TRANSCRIBE PROCEEDINGS FROM TAPES

Have verbatim transcript prepared from the cassette tapes (the minutes of the hearing will help the transcriber identify voices, etc.). It is advisable to have the transcript prepared by a professional who has experience in preparing transcripts from tape recorded proceedings. The transcript must be a true and correct transcription of the tape recording. It must be typed on paper which has numbered lines, with the pages numbered consecutively. Paying for the preparation of the transcript is the responsibility of the person requesting it. Have the person who prepares the transcript complete and sign the TRANSCRIBER CERTIFICATION. (See Step 4.)

3. COPY TO CITY ATTORNEY

Present a copy of the completed transcript to the City Attorney's Office. Leave the copy and have the City Attorney's Office date-stamp the first page of the original (this shows that the City Attorney has received a copy) . [You should also have one or more copies of the transcript for your use.]

4. ORIGINAL TRANSCRIPT TO HEARING EXAMINER

Submit the following to the Office of Hearing Examiner:

- The original transcript (with page 1 marked by the City Attorney's Office as noted in #3 above]
- The completed and signed TRANSCRIBER CERTIFICATION

5. REVIEW BY PARTIES

After receiving the transcript, the Hearing Examiner will notify the other parties and allow them time to review it. If the parties have objections to the transcript, the Hearing Examiner may require that it be revised. [Costs associated with required revisions are the responsibility of party who had the transcript prepared.]

6. CERTIFICATION

Once the Hearing Examiner finds that the transcript is complete and accurate, it will be certified and the proper party notified to pick it up for submission to court.

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LIST OF TRANSCRIBERS

CHECK WITH TRANSCRIBERS AS TO AVAILABILITY, TURNAROUND TIME, RATES, AMOUNT OF EXPERIENCE, ETC. THIS list CONSISTS OF THOSE WHO HAVE INDICATED EXPERIENCE AND WILLINGNESS TO DO TRANSCRIPTION WORK. PROFICIENCY WAS NOT INVESTIGATED AND THIS LISTING IS NOT A RECOMMENDATION NOR DOES IT IN ANY WAY SUGGEST A GUARANTEE AS TO THE QUALITY OF WORK TO BE EXPECTED. YOU ARE FREE TO HAVE TRANSCRIPTIONS PREPARED BY PERSON[S] NOT ON THIS LIST.

Della Street Office Support Services 1800 Westlake Avenue North, #202 Seattle WA 98109 [Lists transcription as a service available]	283-8973
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Globe Secretariat 2001 6th Avenue, Suite 306 Seattle, WA 98121	448-9441
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Little Enterprises e-mail: 75620,2762@compuServ.com	298-6366
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Professional Typing, Inc. Lloyd Building, Suite 914 603 Stewart St. Seattle, WA 98101 [Lists transcription as a service available]	622-2771
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Secretarial Assistants 3214 W. McGraw, #103 Seattle, WA 98199	448-9441
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Carol Cohoe, Transcriptionist cohoe@nocharge.com	425 235-7496 (eve)
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